

SUMMARY SHEET

I. Description of Item

For boards, commissions, authorities, and other public bodies whose members are appointed by the County Mayor and/or the County Commission, this ordinance establishes uniform procedures for giving adequate public notice of all regular and special meetings so as to comply with the notice provisions of the Tennessee Open Meetings Act.

This ordinance requires that notice of public meetings be given, and agendas be made available to the public, not less than 48 hours prior to regular and special meetings. All boards, commissions, authorities, and other public bodies are required to provide the Public Relations Office of the County Mayor's Administration with notice of its meetings and the Public Relations Office is required to post the notice on the first floor bulletin board of the Administration Building. The notice must contain the name of the board, commission, authority, or other public body, date and time of the meeting, location of the meeting, and the location where a copy of the agenda can be obtained. A public body with a permanent meeting is only required to send a notice for special meetings or a change in notice information for permanent meetings once the initial information is provided to the Public Relations Office.

II. Source and Amount of Funding

Not applicable.

III. Contract Items

Not applicable.

IV. Additional Information Relevant to Approval of this Item

This ordinance does not apply to meetings of the County Commission, its standing committees or ad hoc committees.

The County Attorney's Office recommends approval of this item.